



DISTRICT OF COLUMBIA GOVERNMENT DC OFFICE OF RISK MANAGEMENT

Phillip A. Lattimore, III
Chief Risk Officer

Office of Risk Management Occupational Safety and Health Awareness training

The Office of Risk Management (ORM) delivers Occupational Safety and Health Awareness (OSHA) training to District government employees. In past years, ORM and the Department of Human Resources (DCHR) have provided training to approximately 35 percent of the District government workforce in courses on fire safety and preventing slips and falls in the workplace. In FY 12, in an effort to further bring awareness and educate District government employees about OSHA standards and regulations, the Office of Risk Management will launch the “FY2012 OSHA Employee Safety Awareness” program. The goal of the initiative is to establish safety awareness within all District government agencies and to ensure that ten percent of the workforce of each agency under the Mayor’s authority successfully completes a training course entitled “Introduction to OSHA.” ORM will partner with other District government agencies to ensure that the training is accessible by creating multiple learning resources, including: online e-Learning, computer-based training, and instructor-led training.

Agency Risk Management Representatives:

The Office of Risk Management is ready to launch the FY2012 Mandatory OSHA Training! Please find attached the following tools to help you manage your training:

STEP #1

SUBMITTING YOUR AGENCY’S POSITION TITLES TO WDA

1. **FY2012 OSHA Recommended Goal Strategy Report:** This report will highlight each agency including the **Position Titles**, **# of Position Titles**, and the **10% Goal** (based on the total # of Position Titles). The identified position titles are highlighted in ‘blue’ to indicate the recommended OSHA training. These titles are based on the # of positions that equals the 10% goal. **This number may exceed the 10% goal in an effort to maintain consistency when identifying the position titles. (The more trained the better!)*
2. If your agency elects to identify position titles other than those recommended, click here-<https://docs.google.com/spreadsheets/viewform?formkey=dE4yT1AzcHctMUZOVkFmYjBZOTFZMmc6MA> to submit your selected position titles on the **OSHA Recommended Goal Strategy Form**. **To efficiently manage this information, unfortunately we will not be able to accept your selected position titles via email.* If you have problems accessing the form, please contact me Connie Gorum via email @ connie.gorum@dc.gov and she will assist you in accessing the form.



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STEP #2

ACCESSING WDA'S ONLINE OSHA TRAINING PROGRAM

Use the following steps to access the Online MindLeaders' Program:

1. Visit the WDA website @ <http://wda.dc.gov/>
2. Next, click on the **E-Learning** toolbar and select **MindLeaders**
3. When the MindLeaders window appears, click on the **MindLeaders's e-Learning Site** Link

*If you are not registered, you will need to review the program guidelines and complete the registration form.

- Registrations are processed within 72hrs.
- Registration confirmations are delivered to your District government email address.



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Online Classes - OSHA - 10 Health and Safety Series

- o Bloodborne Pathogens
- o Electrical Hazards
- o Fire Protection
- o Flammable and Combustible
- o Hazard communication
- o **Introduction to OSHA**
- o Machine Guarding
- o Personal Protective Equipment
- o Safety and Health programs
- o Walking and Working Surfaces

OR STEP #2B

AGENCY INSTRUCTOR-LED REGISTRATION FORM

Use the following Google Registration form for agency instructor-led courses. Employees will need to complete this form in order to track and record their OSHA training in People Soft. For easy access, ARMRs and Training Coordinators can forward the Google Registration Form link to their employees participating in the Mandatory OSHA Training Program. [Click Here for the OSHA Instructor-led Training Registration Form!](https://docs.google.com/a/dc.gov/spreadsheet/viewform?formkey=dDdHR0RIUEJMelpxYTVJYkZOUkVTdmc6MQ)
<https://docs.google.com/a/dc.gov/spreadsheet/viewform?formkey=dDdHR0RIUEJMelpxYTVJYkZOUkVTdmc6MQ>